

APPENDIX C - ALTERNATIVE OPM/USAJOBS ANNOUNCEMENT (RESUMIX MUST BE INPUT FIRST)

Note: If you are having difficulty in completing the E-mail template described in Chapter 1 or require immediate posting, you can use the below alternative process (the old cut and paste way) **you can not use both options**. For additional guidance follow the Users Guide for the OPM/USA Jobs Web Job Entry Program, dated 15 Mar 01.

STEP 1 - Open Internet Explorer and go to: <http://www.usajobs.opm.gov>

STEP 2 - Select **JOB ENTRY FOR EMPLOYERS**

STEP 3 - Log on with:

First Name: **AFPC**

Last Name: **DPCTD**

Password: **Contact DPCTD for OPM password** (case sensitive)

STEP 4 - Click **SUBMIT**

STEP 5 - Click **ADD RECORD**, then **SUBMIT**

STEP 6 - Complete each entry using the information on the ERT Request, word document for cut-and-paste, and the following template.

TIP: Use the Help functions whenever you want to see the clear text of the boxes you have checked and then return to your document by clicking the Back button.

**NOTE: DOES NOT
MATCH REQUISITION
NUMBER**

WHO MAY APPLY:	Check all that apply. EXAMPLES: For temporary, you select Public <u>and</u> Status/Federal Civil Service Employees to ensure jobs appear throughout the OPM/USAJobs delivery system. For permanent, just select Status/Federal Civil Service Employees.
AGENCY ANNOUNCEMENT NUMBER:	Must be 11 digits of the automatic Resumix numbering convention so applicants will be able to self-nominate Year (2) + Month (3) + Last 6 digits of Resumix System Number (6)
JOB TITLE:	Use official classification title. Limited to 60 characters
PAY PLAN:	GS, WG - Click on "pay plan" for list of included plans.
OCCUPATIONAL CODE:	Enter the series with 4 digits
INCLUDE IN INFORMATION TECHNOLOGY SEARCH:	Choose YES when the job should be included in the IT search. YES is MANDATORY if series is 2210. IT duties include designing, managing, programming and/or establishing requirements for an IT system.
PAY GRADES:	One grade is entered at both low and high levels. DO NOT USE PROMOTION POTENTIAL.
SALARY INFORMATION:	Check Annual, Bi-weekly, Hourly, Monthly or Weekly

SALARY:	GS - Enter the salary for the step 1 and step 10 with locality pay FWS - Enter salary for step 1 and step 5
OPEN PERIOD:	Enter the opening and closing date for announcement – ensure the dates are the same as those on the Resumix announcement. Months and days have 2 characters and the year will always have 4 (MM/DD/YYYY)
DUTY LOCATIONS:	Step 1 – Enter number of vacancies (4 digits; i.e., 0001) Step 2 – Click SEARCH Step 3 – Click applicable STATE , then find applicable duty location code Step 4 – Click DONE (possibly twice – one to reach the bottom of choices, then again to exit). This automatically populates the remaining boxes. ⇒ FYI: You will generally not find the base name, but you can enter that specific information in a text box provided within the Vacancy Announcement Builder.
HOURS:	Choose either Full-Time or Part-Time.
APPOINTMENT TERM	Choose appropriate duration of appointment.
REMARK INFORMATION:	NOT USED
REMARK CODES: (OPM Job Conditions)	Use the codes in Appendix K . You are limited to five entries for the OPM/USAJOBS IVRS system.
STUDENT EMPLOYMENT:	Indicate if ‘Summer’ ‘Temporary’ ‘Co-op’ etc.
PART TIME EMPLOYMENT:	Choose “Yes” if the position is 32 hours per week or less
HYPER-LINK TO AGENCY WEB SITE	URL Link: http://www.afpc.randolph.af.mil/afjobs URL Description: AIR FORCE CIVILIAN EMPLOYMENT HOME PAGE
INTERNAL CONTACT INFORMATION:	The following information will be used for internal purposes only by OPM: Name: Sharon Blindauer Phone Number: 210-565-3069 ext 4126 (No parentheses) Fax Number (mandatory): 210-565-2997 (No parentheses) Internal Contact E-mail address: sharon.blindauer@randolph.af.mil

PUBLIC CONTACT INFORMATION:	<p>The following information will be provided to job seekers:</p> <p>Contact Name: Recruitment Call Center Contact Phone: 800-699-4473 (No parentheses) Agency/Organization Name: HQ AFPC/DPCTDC Address for Inquiries: Attn: Recruitment Call Center 550 C Street West Ste 57 City: Randolph AFB State: TX Zip: 78150-4759</p> <p>E-mail Address: recruitment.center@randolph.af.mil</p>
HIRING AGENCY/ORGANIZATION:	AF09 (Air Force Personnel Center)
FORM INFORMATION:	Check Internet
RESUMES:	No (Default) [We have our own Resume Writer]
<p>Use Vacancy Announcement Builder:</p> <p>The builder allows you to create your announcement using a combination of check boxes with pre-formatted text and language typed or pasted into text boxes.</p>	<p>Use Announcement File Paste Option:</p> <p>This option will allow you to retrieve a complete announcement from your word processing program and paste it into the block provided. No checks are done to be sure that your announcement is complete or accurate. Please be sure that your announcement includes all of the required elements:</p> <ul style="list-style-type: none"> • Name of hiring agency; • Announcement Number; • Position title, series, pay plan, and grade (or pay rate); • Duty location; • Opening date and application deadline (closing date), plus any other information dealing with how application receipt will be controlled, such as the use of early cut-off dates, received or postmarked date, etc.; • Who may apply; • Qualification requirements, including knowledge, skills, and abilities; • Entrance pay; • Brief description of duties; • Basis of rating; • What to file; • Instructions on how to apply; • Information on how to claim veterans preference, if applicable; • Definition of well-qualified; • Reasonable accommodation statement • Information on how CTAP and/or ICTAP candidates may apply, including required proof of eligibility; and • Equal employment opportunity statement

When you have completed your entry, please click on the SUBMIT button. Your job summary will be reviewed for completeness. When your entry passes the edits, you will continue into the vacancy announcement builder. If there are errors, your entry form will be returned with a list of errors for you to correct and re-submit. Please be patient – access through the Internet and web processing may take thirty seconds to two minutes, depending on the current traffic on the Internet.

AREA OF CONSIDERATION:	<p><u>Copy and paste whatever is applicable from Appendix G (Area of consideration).</u></p> <p>When PUBLIC is checked under “Who May Apply” above, the statement defaults to “Open to all qualified applicants”. <u>DO NOT ADD ANY ADDITIONAL STATEMENTS (except for Steps), AS THIS WILL OVERRIDE THE DEFAULT STATEMENT.</u></p> <p><u>!TIPs:</u></p> <p>⇒ <u>Permanent and Term Positions</u></p> <ul style="list-style-type: none"> ➤ Adjust according to requested sources ➤ Include all veteran categories ➤ Note: Delete reference to VRA for GS-12 and above ➤ Note: Remove reference to VEOA, NAFI/AAFEs, and CIPMS when position is Term or Temp using non-competitive sources <p>⇒ <u>ICTAP</u></p> <ul style="list-style-type: none"> ➤ See ICTAP guidance for clearance requirements ➤ MANDATORY IF APPLICABLE ➤ Not required when restricted to: 30% DAV eligibles; VRAs; People with Disabilities: STEP; CIPMS
DUTY LOCATION (Clear text Box)	<p>Add the Base Name (if duty location code previously selected did not match), which will print in the announcement and provide additional information about location. <u>**If appropriate, Indicate as a UNIFIED COMMAND vacancy**</u></p>
RESTRICTED CONSIDERATION:	<p>Check the appropriate box, or use text box</p>
VACANCY INFORMATION:	
MAJOR DUTIES:	<p>Requires at least 5 lines of information or it will reject.</p> <p><u>! TIP:</u> This is <u>another</u> place to include information the applicant sees at the beginning of the announcement; e.g., “This is a temporary position not to exceed 30 Sep 02. The individual selected for this position may be extended without further competition.” or “This is an Air Reserve Technician (ART) position.” or any other specific information that you may want to ensure candidates see immediately.</p>

<p>QUALIFICATION REQUIREMENTS:</p> <p>NOTE: Be sure to include any required or substitutable education and required certifications, when applicable. Minimum of two lines of information is required for this block or it will reject.</p>	<p>Choose the desired standard language for your announcement and/or use the free form text box - or - cut and paste from the OPM Qualifications Standards Handbook. Spell out the number of years required in both general and specialized experience. (Specialized Individual Occupational Requirements: To be used if the announced series has individual qualification requirements, special certification, etc. above and beyond the CORE requirements).</p>
<p>KNOWLEDGE, SKILLS AND ABILITIES (KSAs):</p>	<p>Extract from position description or Air Force Job Analysis Alternative Method (AFJAAM) Documentation</p>
<p>BASIS FOR RATING:</p>	<p>Copy and paste from Appendix H</p>
<p>PAY, BENEFITS & WORK SCHEDULE:</p>	<p>If the position is temp or term, add at the beginning of this section "This is a temporary (or term) position not to exceed [insert timeframe]. The individual selected for this position may be extended without further competition.</p> <p>Copy and paste from Appendix M for General Schedule and Wage Grade (FWS) positions (do not use this statement for Special Salary Rate positions).</p>
<p>CONDITIONS OF EMPLOYMENT:</p>	<p>Use this space to add any additional information to the announcement, including the following:</p> <ul style="list-style-type: none"> – Position covered by special salary rates – Position will require certification – Position will require a security clearance before EOD – Physical requirements or licensure to be verified before EOD – A statement restricting appointment to veterans – Special employment conditions (e.g., part-time or intermittent employment, shift work, unusual tours of duty, travel requirements; minimum and/or maximum entry age) – Mandatory interview requirements – Any other information needed by job seekers to determine their interest in applying <p>- ART Positions</p>
<p>OTHER INFORMATION:</p>	<p>Copy and paste the information from Appendix L into Other Information</p>
<p>HOW TO APPLY:</p>	<p>Copy and paste the information from Appendix J into How To Apply</p>
<p>PUBLIC CONTACT INFORMATION:</p>	<p>(POPULATED FROM PREVIOUS ENTRY)</p>

SUPPLEMENTAL QUALIFICATIONS STATEMENT:	Provide any additional qualifications information, which may be obtained from AFJAAM if needed.
EEO STATEMENT:	Copy and Paste the following Appendix I (EEO Statement)
<p>Please hold announcement for copying during the next 90 days.</p> <p>This new feature allows you to identify announcements for future copying. A copy of the announcement will be retained by the system for 90 days after the closing date shown. You may access this copy from Retrieval and Special Functions.</p> <ul style="list-style-type: none"> • You must know the control number to access the record • This feature cannot be used to reactivate a closed announcement • Changes must be made to the copy (including the opening and closing dates) before you will be allowed to save it • You may access the copy prior to its closing date. • Once the 90-day period has ended, you will not be able to use this feature 	

NOTE: See attached [Appendix B](#) for Sample Announcements